



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Contract Change Order No. 1 for Campus Master Plan and Indoor Sports and Activity Complex Design

MEETING DATE: May 1, 2002

PREPARED BY: Parks and Recreation Director

RECOMMENDED ACTION: That the City Council be informed of Additional Services Change Order No. 1 for Campus Master Plan and Indoor Sports and Activity Complex Design work.

BACKGROUND INFORMATION: The project design work was awarded to ELS Architecture and Urban Design on February 6, 2002, in the amount of \$681,135. The design work has proceeded with three options being presented to the City Council for selection and concept approval prior to the start of schematic design. The City Council reviewed the concept design options but did not provide direction on April 3, 2002.

In accordance with the Contract Change Order Policy approved by Resolution 85-173, Council is being informed of Contract Change Order No. 1. The attached additional services Contract Change Order is in the amount of \$15,000 (\$34,785 was included in the original contract for contingency and would be utilized for the change order). The Change Order covers the additional planning phase services to prepare plans and additional presentations to City Council. These additional planning services were not included in the original scope of services.

Funding Available: *Vicki M. O'Neil*
Finance Director

Roger Baltz
Roger Baltz
Parks and Recreation Director

cc: City Attorney

APPROVED: _____

H. Dixon Flynn
H. Dixon Flynn -- City Manager

04/25/02

RESOLUTION NO. 85-173

RESOLUTION ADOPTING A FORMAL POLICY AND PROCEDURE
TO GOVERN CONTRACT CHANGE ORDERS

RESOLVED, that the City Council of the City of Lodi does hereby adopt a formal policy and procedure to govern contract change orders as shown on Exhibit "A" attached hereto and thereby made a part hereof.

Date: December 4, 1985

I hereby certify that Resolution No. 85-173 was passed and adopted by the City Council of the City of Lodi in a Regular Meeting held December 4, 1985 by the following vote:

AYES: Council Members - Olson, Pinkerton, Reid, Snider
and Hinchman (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


ALICE M. REIMCHE
City Clerk

RECOMMENDED POLICY & PROCEDURES

CONTRACT CHANGE ORDERS

Purpose

To establish formal policy and procedures to govern contract change orders.

Policy

. Definition

As used in this policy, a change order shall mean a written order to change the amount of work to be done on a formal contract awarded by the City Council which is anticipated to result in an increase or decrease in contract price. Change orders may not increase or change the scope of the project specified in the contract plans and specifications approved by the City Council.

. Department Head Authority

The responsible Department Head shall be authorized to approve and issue individual change orders to increase the contract price up to \$5,000 or 10% of the formal contract, whichever is larger. The aggregate total of all change orders to each contract may not exceed \$25,000.

. Authority of the City Manager

The City Manager may authorize change orders in excess of 10% of the formal contract or in excess of \$25,000 to avoid extraordinary delay of work or to protect the safety of human life and the environment at or near the work site. The City Manager shall report the change orders and the amounts to the City Council at its next regular meeting.

Procedure

Written change orders shall be submitted to the Finance Department to be added to the construction contract and encumbered against the specific appropriation prior to payment to the contractor. In the event unencumbered funds are not available a special allocation must be processed to increase the applicable appropriation.

ELS

ARCHITECTURE AND URBAN DESIGN

ELS2040 Addison Street Berkeley, CA 94704
510.549.2929 510.843.3304 fax**Additional Services Request No. 1**

Date:	April 22, 2002	Project:	Lodi Indoor Sports
To:	Roger Baltz	Project No:	200117
From:	David Petta	Subject:	Extend Planning Phase

ELS REQUESTS ADDITIONAL SERVICES AUTHORIZATION FOR THE FOLLOWING:

At the request of the Department of Parks and Recreation, ELS proposes to extend Planning Phase work one additional month, from April 4 to May 1, 2002; to provide additional Phase 1 plans including revised parking options; expansion of study area to include the parking garage, the south side of Elm Street, the addition of a pedestrian bridge; and one additional city council presentation. Previously approved Planning Phase Services were to conclude with the Council presentation April 3. These Additional Services also include the meeting with City Manager and Mayor on April 10. *(The Chamber of Commerce presentation on April 23 is not part of these Additional Services and will be included solely at Consultant's cost.)* It is assumed that after the Commission and Council presentations, only one plan will be selected to proceed into full Schematic Design and documentation.

- (X) WORK HAS BEGUN PER VERBAL DIRECTION AND TO MAINTAIN SCHEDULE.
- () AUTHORIZATION REQUIRED BEFORE WORK BEGINS.
- (X) RESPONSE REQUESTED WITHIN 5 DAYS

PROPOSED FEE:

Landscape	\$2,000
Architectural and Coordination (ELS)	
• Additional Design, including 4/10/02 meeting	\$10,000
• <u>Present to Council (5/1/02)</u>	<u>\$3,000</u>
Total Not to Exceed:	\$15,000

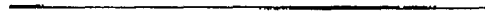
Submitted By:


ELS

Date

4/22/02

Authorized by:


City of Lodi - City Manager

Date